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DAIS 61-0366 25X1

0/L

7 February 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Mail and Courier Operation

1. On 20 December 1960 [redacted] of the Management Staff, briefed the following on findings in his current study of the Mail and Courier Branch, Office of Logistics: [redacted]

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2. Those present agreed that:

a. Any major changes in the organization or operation of the Mail and Courier service should be deferred until after the move to the new building has been effected and stay-behind components have been re-located. (This means that no depth study will be made at this time of the independent courier services operated by components such as PIC and RLD to determine their relationship to a central system.)

b. Personnel of the Mail and Courier Branch, Office of Logistics, who are on permanent loan to operating components [redacted] should be transferred, with corresponding positions, ceiling, and funds, from the staffing complement of the Mail and Courier Branch, Office of Logistics, to the staffing complements of the respective using components, to reflect the existing situation. (Management Staff will submit this recommendation through official channels.)

c. The Chief, Salary and Wage Division, Office of Personnel will: 1) standardize position titles for agency jobs containing mail clerk, messenger, and/or courier duties; 2) develop and apply uniform classification standards to such positions throughout the Agency; 3) take steps to identify such positions with the Logistics Career Service (SL), and bring incumbents into the Logistics Career Service. (The Mail and Courier Branch, Office of Logistics, would then be responsible for furnishing technical guidance on mail and courier operations to those components operating such independent services. This would satisfy the objective of the Office of Security for a single channel of technical communication on mail and courier operations.)

d. It would be desirable to make one individual in the Office of Security responsible for regular inspection of the courier operations.

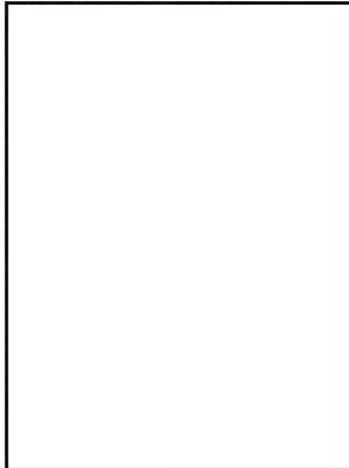
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e. Agency-wide mail, courier, and registry operations constitute a fruitful area for a thorough study after the up-coming physical moves have been effected. (It was suggested that a team, reflecting the interests represented at this meeting, might be effectively used for such a study.)

f. Any further Management Staff effort prior to the move, should be focused on planning for the mail and courier operation once the move has been accomplished.

(Prep 5 Jan 61:SMC:LJ:hs)

Distributions:



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TO: C/RMS - [REDACTED]

ROOM NO. BUILDING 16th St

REMARKS:

[REDACTED] - per telecon today - will
you call me when you are ready to
discuss a possible approach to
"procedures" section of attached
IG problems and recommendations
re Mail and Courier?

[REDACTED]

FROM [REDACTED]

ROOM NO. BUILDING [REDACTED]

FORM NO. 241 1 FEB 55 REPLACES FORM 36-8 WHICH MAY BE USED. ★ GPO : 19

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TRANSMITTAL SLIP DATE 7/19/61

TO: [REDACTED]

ROOM [REDACTED]

REMARKS:

*you may find this
of some interest
in connection with
M & C problem you
have under consideration*

FROM: *R. H.*

ROOM NO. BUILDING EXTENSION